

SUP # 2017-00059



## Administrative Special Use Permit Application

Please type or print legibly

PROPERTY LOCATION: James K. Polk Elementary School

ZONE: R12

TAX MAP REFERENCE: 039.01-01-01

### APPLICANT'S INFORMATION:

Applicant: Alexandria City Public Schools Business/Trade Name: \_\_\_\_\_

Address: 1340 Braddock Road, Suite 600, Alexandria, VA 22314

Phone: 703/619-8297

Email: john.finnigan@acps.k12.va.us

### PROPOSED USE:

- |  |  |
|--|--|
| <input type="checkbox"/> Animal Care Facility with Overnight Boarding          | <input type="checkbox"/> Outdoor Display                       |
| <input type="checkbox"/> Automobile and Trailer Rental and Sales               | <input type="checkbox"/> Outdoor Food and Crafts Market Center |
| <input type="checkbox"/> Catering Business                                     | <input type="checkbox"/> Outdoor Garden Center                 |
| <input type="checkbox"/> Day Care  | <input type="checkbox"/> Restaurant                            |
| <input type="checkbox"/> Health and Athletic Club                              | <input type="checkbox"/> Valet Parking                         |
| <input type="checkbox"/> Light Auto Repair                                     |  |
| <input type="checkbox"/> Live Theater  |  |
| <input type="checkbox"/> Massage Establishment                                 |  |
| <input type="checkbox"/> Motor Vehicle Storage/Parking for 20 or more Vehicles |  |
| <input type="checkbox"/> Outdoor Dining (exclude King Street Retail Overlay)   |  |
| <input checked="" type="checkbox"/> Temporary Classroom Trailers               |  |

### Please read and sign after the statement:

I have read and understand the general standards and the requirements for the use for which I am applying and have attached the Worksheet for the use.

Signature: John Finnigan

Please submit the following with this application form:

Site Plan At a minimum, show and label the subject property, surrounding buildings, and streets. Show, label and give dimensions for all parking spaces, entrances and exits, and trees and shrubbery.

Floor Plan At a minimum, show and label all interior features inside and outside seats, tables, counters, equipment, etc. as appropriate to the use. Show, label and give dimensions for all entrance and exit doors and windows, rooms/areas, staircases, elevators and bathrooms.

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Worksheet for specific use from Checklist and Worksheet package.

Other materials, as required by specific use (see Guide to Administrative SUPs Checklist & Worksheets).

PROPERTY OWNER'S AUTHORIZATION	
As the property owner, I hereby grant the applicant use of <u>James K. Polk Elementary Schools</u>	
(property address), for the purposes of <del>operating a</del> <u>placing 4 temporary classrooms in trailers for educational</u> (use)	
<del>business</del> as described in this application.	
I also grant permission to the City of Alexandria to visit, inspect, photograph and post placard notice on my property.	
Name: <u>City of Alexandria</u>	Phone: _____
Address: <u>301 King Street, Alexandria, VA 22314</u>	Email: _____
Signature: _____	Date: _____

1. The applicant is the (check one):
- ☐ Owner
  - ☐ Contract Purchaser
  - ☐ Lessee or
  - ☒ Other: Alexandria City Public Schools
- of the subject property.

State the name, address and percent of ownership of any person or entity owning an interest in the applicant or owner, unless the entity is a corporation or partnership, in which case identify each owner and the percent of ownership.

The property is owned by the City of Alexandria.

If property owner or applicant is being represented by an authorized agent such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia?

- ☐ Yes. Provide proof of current City business license NA
- ☐ No. The agent shall obtain a business license prior to filing application, if required by the City Code.

**USE CHARACTERISTICS****2. Please give a brief statement describing the use:**

The trailers will be used for pre-K school classrooms during the hours indicated below, from September through mid June.

See also the narrative and supplemental information, attached.

**3. Please describe the proposed hours of operation:**

Days	Hours
Daily	

Or give hours for each day of the week

Monday	7:30 am - 4 pm
Tuesday	7:30 am - 4 pm
Wednesday	7:30 am - 4 pm
Thursday	7:30 am - 4 pm
Friday	7:30 am - 4pm
Saturday	
Sunday	

**4. Please describe the capacity of the proposed use:**

- A. How many patrons, clients, pupils and other such users do you expect? Specify time period (i.e., day, hour, or shift).

The trailers will have a total capacity of 72 students and 6 teachers, and will be occupied from 7:30 am - 4 pm.

- B. How many employees, staff and other personnel do you expect? Specify time period (i.e., day, hour, or shift).

There will be a total 6 teachers.

5. A. How many parking spaces of each type are provided for the proposed use:  
72 students and 6 teachers = 78 seats. 78 seats/25 seats per space = 4 spaces.

4 \_\_\_\_\_ Standard and compact spaces  
 \_\_\_\_\_ Handicapped accessible spaces  
 \_\_\_\_\_ Other

B. Please give the number of:  
 Parking spaces on-site 46 spaces

Parking spaces off-site None

If the required parking will be located off-site, where will it be located?

No off-site parking is required.

**6. Please provide information regarding loading and unloading for the use:**

A. How many loading spaces are available for the use? The trailers will not require loading.

B. Where are off-street loading spaces located? NA

C. During what hours of the day do you expect loading/unloading operations to occur? NA

D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate? NA

**7. If any hazardous materials or organic compounds (for example paint, ink, lacquer thinner, or cleaning or degreasing solvent), as defined by the state or federal government, be handled, stored, or generated on the property, provide the name, monthly quantity, and specific disposal method below:**

No hazardous materials or organic compounds are associated with the proposed classroom trailers.

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**APPLICANT'S SIGNATURE**

Please read and initial each statement:

Initial: YF THE UNDERSIGNED, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia)

Initial: YF THE UNDERSIGNED, hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Director of Planning and Zoning on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

JOHN FINNIGAN

Print Name of Applicant or Representative

John Finnigan  
Signature

Date 5/12/17

If this application is being filed by someone other than the business owner (such as an agent or attorney), please provide the information below:

Representative's Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

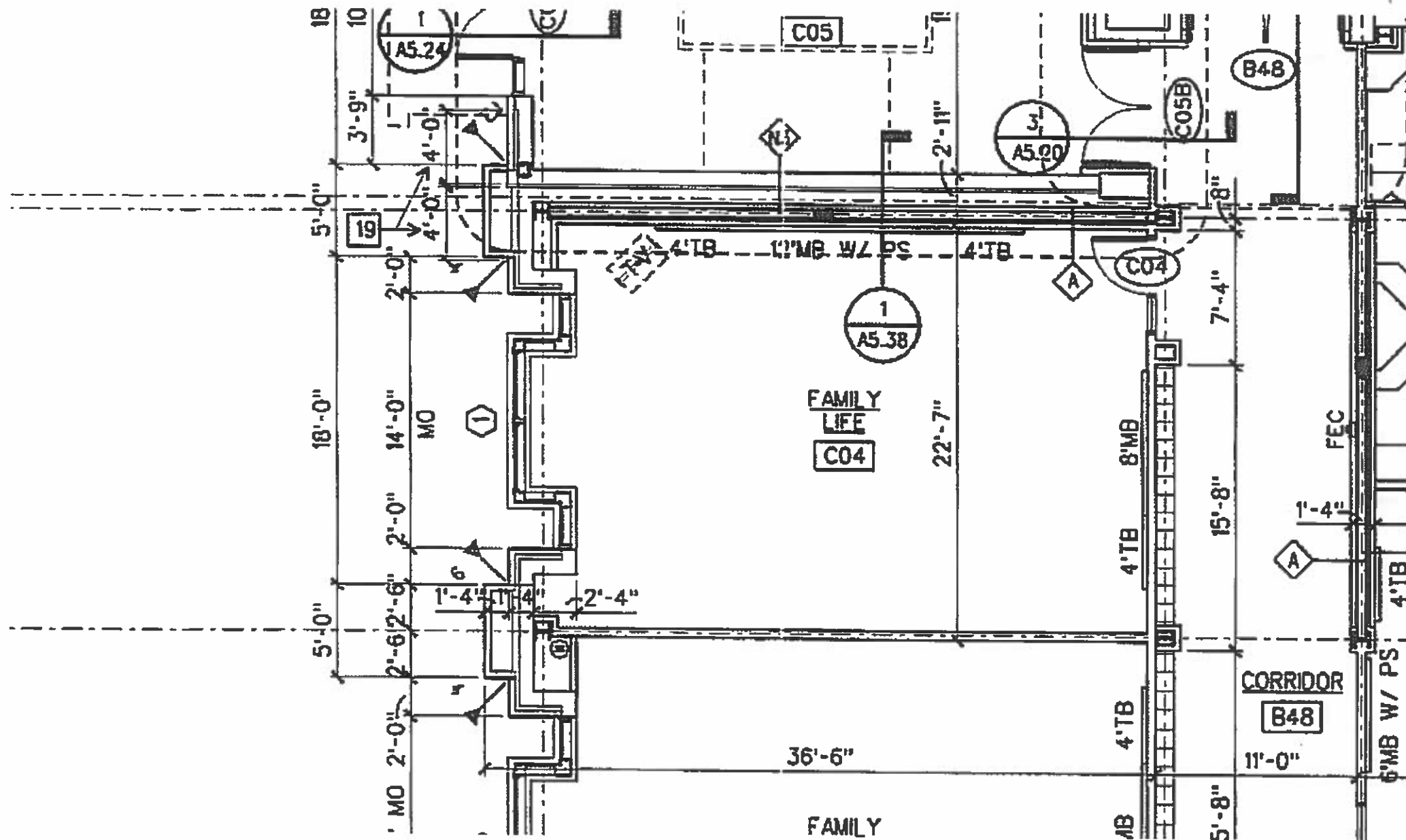
**SUPPLEMENTAL NARRATIVE**  
**APPLICATION FOR ADMINISTRATIVE SPECIAL USE PERMIT**  
**JAMES K. POLK ELEMENTARY SCHOOLS**

To provide additional middle school capacity for the middle school program at Patrick Henry, ACPS is proposing to place 4 classrooms in a 5 trailer building at James K. Polk by September 2017. Classrooms will be appropriate for pre-k students and meet ACPS's Pre-K Center Educational Specifications. The temporary classrooms will have toilets available in the trailer building. It is currently planned to maintain the trailers through the school year of 2018-2019, or two academic years.

It is anticipated the trailers will be grouped together to permit internal circulation among the rooms without exiting to the exterior. Each of the 4 classrooms will have approximately 830 SF, and there will be one shared toilet for each two classrooms. In addition there will be an internal access corridor. The approximate size of the complex will be 60' x 68'-4" with a 4,098 SF footprint. It will be fully VCC compliant and arranged with appropriate stairs and ramps to be fully accessible. Each trailer will be equipped to meet ACPS facilities standards for Pre-K.

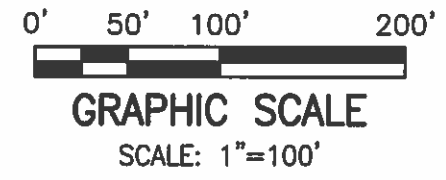
**Supplemental information required for temporary school trailers**

1. School name: James K. Polk Elementary School
2. Address: 5000 Polk Avenue, Alexandria, VA 22304
3. Number of trailers proposed: 5 (1 building comprising 5 trailers with 4 classrooms)
4. Number of students in each classroom: 16
5. Number of classrooms created: 4
6. Ages of children in each trailer: 4 years old
7. Types of programs offered in trailers: Pre-kindergarten
8. Requested length of time that trailers would be necessary: 2 years
9. Trailer dimensions (attach specifications): Each individual trailer is 13'-4" wide x 60'-0" long x 13'-6" high. The total footprint of the 5 trailer module is 60'-0" x 66'-6". There will be 5 trailers total installed approximately 2'-6" above the ground.
10. Number of parking spaces occupied by trailer (if applicable): NA
11. Number of existing students at school: 756
12. Number of proposed students with the addition of trailers: 820
13. Attach site map indicating proposed location of trailer. See attached drawings.
14. Include existing school parking and traffic study (if applicable) Existing school parking is available and meets zoning requirements for the proposed population.





FILE: 17-68





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209 Commerce Street, Alexandria, VA 22314  
P: 703/548-0460 F: 703/549-3324 [mdnarch.com](http://mdnarch.com)



**EXISTING POLK  
ELEMENTARY SCHOOL**

**35 PARKING SPACES**

**PROPOSED TEMPORARY  
TRAILER LOCATION**

## KEY PLAN

1	TBD	SCHEMATIC DESIGN
NO	DATE	DESCRIPTION
ISSUE		

PROJECT TITLE

# POLK ELEMENTARY

## RELOCATABLES

**DRAWING TITLE:**

### AREA PLAN

COMM. NO:

DRAWN:

**CHECKED:**

**SCALE:**

DATE:

**DRAWING NUMBER:**

A-1

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## KEY PLAN

1	TBD	SCHEMATIC DESIGN
NO	DATE	DESCRIPTION
ISSUE		

## PROJECT TITLE

**POLK ELEMENTARY**  
**RELOCATABLES**

DRAWING TITLE  
LOCATION PLAN

COMM NO 170030	DRAWING NUMBER  <b>A-1</b>
DRAWN: JN	
CHECKED: HM	
SCALE 1/32" = 1'-0"	
DATE 5.12.17	

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